2007
IMPLEMENTATION MONITORING INSTRUCTIONS

1. Collect your data; fill out the required forms see 2007 implementation instructions at:
    http://ftp.dfg.ca.gov/Public/NAFWB/FRGP/Qualitative_Monitoring_Forms/2007%20Qualitative%20Protocol/2007_Implementation_Checklists/Instructions/07_CRMEP_Monitoring_Guidance.pdf

2. Enter your data into the CHRPD.

3. Make a *legible* copy of your checklists and summaries to send away.

4. Group all information by Site. For each *site*, group all pages in the following order:
    a. *Site Access and Location Data Form**
    b. *Photo Description Forms*
    c. *Site Summary Form* (i.e. performance measures)
    d. All checklists from that site, pages numbered: # of total checklist pages for that site, regardless of the types of checklists.
    e. Please include maps, road logs, etc. and any additional geographic information documentation.

5. Attach all site packets together and place the *Project Monitoring Summary Form* on top.

6. Place all your original forms in the contract file. Photos should be in jpg format and burned to a CD which is also placed in the contract file. [**Hint**: punch holes in a paper CD case to secure it in the file.]

Copies of checklists and summaries should be sent no later than December 31, 2007 to:

Region 1

Calif. Dept of Fish and Game
Attn: Florie Consolati
1455 Sandy Prairie Court, Suite J
Fortuna, CA 95540

Region 3 – 5

Calif. Dept of Fish and Game
Attn: Anna Halligan
3196 S. Higuera St. Suite A
San Luis Obispo, CA 93401

Note: USFWS report due Jan 1, 2008

Florie and Anna will double check your data entry and alert you to any changes that need to be made. Your suggestions on how to improve the protocol are always welcome, please address them to Florie. Thank you!

* Without accurate descriptions of where the features recorded on the implementation checklists are physically located on the ground, it is difficult or impossible to return to them in the future to assess their effectiveness. Please don't overlook this extraordinarily important part of your implementation monitoring. Your data should contain an adequate combination of site location

data, GPS coordinates, and feature descriptions (as-built description). This may be something you do or something you get from the grantee.